



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 22610

POSITION TITLE: PRINCIPAL COURT ANALYST (FACILITIES COORDINATOR) **JG: 23**

LOCATION: NEW YORK CITY FAMILY COURT

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: One year in the Senior Court Analyst title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and two (2) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Principal Court Analysts work individually or as team leaders on projects that involve research and confidential analysis, planning, and other related work in one or more of the following areas: budget development and court finance; personnel administration; resource allocation; and court system management and administration. As team leaders, Principal Court Analysts supervise Senior Court Analysts, Court Analysts, and Junior Court Analysts assigned to a single study component of a large and complex project.

ASSIGNMENT: Assigned to the Citywide Administrative Office for NYC Family Court, the Principal Court Analyst will serve as the Facility Coordinator for all five boroughs and will work closely with the Administrative Judge, Chief Clerk's Office, Borough Chief Clerks, the Office of Court Facilities Planning, and other internal and external stakeholders to oversee facility operations and special projects. Responsibilities include identifying, assessing, and coordinating facility improvement, maintenance, and repair needs; monitoring and tracking work orders and project progress across multiple databases and reporting systems; maintaining citywide logs and inventories of furniture, equipment, and other facility-related assets; coordinating office relocations, furniture procurement, and equipment installations; attending facility inspections and conducting site walkthroughs to evaluate operational conditions; assisting with space planning and workplace enhancement initiatives; collaborating with Public Safety, judicial leadership, and local supervisors to address facility conditions and operational priorities; supporting capital project planning—including coordinating major facility upgrades such as the new Richmond Family Court building, new courtroom construction in both Kings and Queens Counties, and the new roof project at Bronx Family Court—along with budgeting, expenditure tracking, and related justifications; preparing reports, summaries, correspondence, and other written materials; collecting and analyzing operational data to support project planning and administrative decision-making; creating and managing a citywide Excel spreadsheet of all open work orders with both OCA and DCAS; and performing related duties and special projects as assigned. Travel within New York City is required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this Court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are required to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf), and a resume and cover letter by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: June 10, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 8, 2026

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